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**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

## MEMORANDUM

TO: Elementary, Middle and High School Principals  
FROM: Gail Taylor, Standards and Assessments Division Director  
Michael Hock, Director of Educational Assessment  
RE: **NECAP Reading, Writing and Mathematics Testing for Grades 3 through 8 and 11**  
DATE: August 1, 2008

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### **2008 NECAP Reading, Writing and Mathematics test administration window**

The administration window for this year's New England Common Assessment Program (NECAP) Reading, Writing and Mathematics tests is **October 1-23, 2008**. All Vermont students in grades 3 through 8 and 11, including publicly funded students attending private independent schools, should participate unless a student qualifies for alternate assessment or an exemption for medical reasons, family emergency or personal crisis. Each school is responsible for creating its own testing schedule but should consider religious holidays and/or local events that may impact students' ability to participate. Please note that there are a number of important religious holidays, including the Muslim holiday Eid al Fitr (October 2<sup>nd</sup>) and the Jewish holiday Yom Kippur (October 9<sup>th</sup>), that fall within this year's assessment window. Schools may want to schedule around these dates, but also should plan on make-up test sessions at the end of the assessment window for students who miss testing for any reason including absences for religious holidays. Please have all assessment materials packed and ready for UPS pick-up on **Monday, October 27<sup>th</sup> at 8:00 AM**.

### **NEW FOR 2008 - Enrollment projections and ordering additional testing materials**

It will no longer be necessary for Principals to go on our assessment contractor's website to confirm or update the enrollment numbers that will be used to determine the numbers of test booklets that will be sent to each school. The Department will use the spring census and historical data to provide Measured Progress with projected enrollment numbers and contact information for the fall of 2008. Measured Progress will automatically send enough testing materials for this projected enrollment as well as an overage of materials to account for new students who may have enrolled in your school during the summer. Once you receive and inventory your testing materials in September, you will have the opportunity to order any additional materials needed for testing by contacting the NECAP Service Center (1-877-632-7774).

### **Ordering additional labels**

Schools will receive pre-printed test booklet labels for all students who were included in their spring enrollment census. Once you have received your materials you will be able to order labels for new students from the Measured Progress website (<http://iservices.measuredprogress.org>). Ordering instructions and a website password will be included in each school's test shipment. The last day to order additional labels will be **October 3<sup>rd</sup>**. Labels will be shipped to schools about a week later.

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**Ordering NECAP tests in Braille or large print**

Braille and large print tests can be ordered through the NECAP Service Center at 1-877-632-7774 beginning today. Orders must be placed before **August 20, 2008** to allow sufficient time for printing. The student's name and state assigned student ID number are required to place an order. Orders for Braille tests must also indicate if a contracted or uncontracted version is needed.

**NEW FOR 2008 - NECAP test administration workshops**

Because we now have 3 years experience administering the NECAP, test administration workshops will be offered in two formats. One format will be an audio PowerPoint CD for experienced test coordinators that will include updates and new information regarding test administration. These audio PowerPoint CDs will be delivered to schools at the end of August. The second format is a half-day, face to face workshop for new principals and test coordinators covering all facets of test administration. Dates, times, locations, and registration instructions for the New Test Coordinator meetings are included below.

**2008 NECAP Workshops**

<b>Date</b>	<b>Time</b>	<b>Format</b>	<b>Location</b>	<b>Seating Capacity</b>
9/3	8:30 a.m. – Noon	Face-to-Face	Killington Grand Resort – Killington, VT	200
9/4	1:00 p.m. – 4:00 p.m.	Face-to-Face	Capitol Plaza – Montpelier, VT	200

- To register for a workshop, go online to <http://iregister.measuredprogress.org>.
- At the welcome page, select New England Common Assessment Program and follow the link to the workshop you want to attend.
- You will see additional information on this page including a brief description of the workshop and driving directions.
- You will be asked to provide basic contact information. Once you have completed all of the required fields, click on "Register".
- You will then see a confirmation page. Please print this confirmation page, as it is the only confirmation you will receive.

If you have any questions or you need to cancel or change your reservation, please contact the NECAP Service Center at 1-877-632-7774 for assistance.